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24 June 1985

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MEMORANDUM FOR: DCI/MAG Members

FROM:

Chairman, DCI/MAG

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SUBJECT: Minutes of 10 June Meeting and
Agenda for 8 July Meeting

1. The following members were present at the 10 June meeting:

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O/DCI
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2. The June meeting addressed several of the agenda items listed in the previous meeting announcement, but there were still some topics which had to be postponed due to time constraints:

a) CIARDS - The MAG reviewed [] findings and recommendations on how to better document CIARDS' time. After some minor revisions, it was agreed to write up the findings and forward them to [] for action to the DDA.

b) DCI/MAG Charter - The charter working group presented it's final draft which was approved after minor changes. (Working group members used examples of other Agency charters to develop the draft.)

c) Polygraph - The MAG recommended that this issue be written up and forwarded to [] Findings on this issue suggest that Security needs to improve it's Agency public image. There also continues to be rumors about the conduct of polygraph examiners.

d) DCI/MAG Elections - Action on this was postponed due to time constraints, and will be taken up at the next meeting.

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e) Vacancy Notice System - [] presented his ideas on the current-versus-intended use of the Vacancy Notice system. It was resolved that MAG members would poll their respective directorates to determine how widespread problems may be. A representative from the Office of Personnel will brief the MAG at the next meeting regarding the intended purpose and administrative requirements governing such notices.

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f) MAG Member Vacancies - [] has (on 17 June) sent a notice to directorates on filling MAG vacancies and with instructions on staffing member terms.

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h) Proposed Discussion Items - [] handed out two problem statements for consideration at the next meeting (see attached). The issues deal with Agency recruitment procedures and employee back problems.

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3. The next meeting will be held on 8 July in Room 7D32, 1300-1500 hours. The meeting time has been extended to account for the numerous issues to be covered.

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Attachments:
As Stated

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DCI Management Advisory Group

Charter

1. PURPOSE

The DCI Management Advisory Group (DCI MAG) is to:

- enhance communication between Agency employees and senior management;
- assist management by identifying, commenting on, and offering recommendations on Agency issues and problems;
- provide opportunities for mid-grade officers to broaden their understanding of and have first-hand involvement with Agencywide functions and dynamics.

2. RESPONSIBILITY

In fulfilling these purposes, the DCI MAG has the responsibility to:

- receive from its members or any employee suggestions for areas of possible consideration by the Group;
- establish an agenda for its activities;
- request information and presentations from Agency components;
- task its membership in support of its activities;
- maintain communication with directorates, components, and Agency employees;
- inform senior management of the DCI MAG's activities and the results of their deliberations.

3. MEMBERSHIP

- Composition: Three representatives shall be appointed from each directorate, and two members from the DCI area.
- Chairman: The MAG shall select one member to serve as Chairman.

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- Vice Chairman: The MAG shall select one member to serve as Vice Chairman.
- Terms: Members shall serve one year terms, and may be reappointed by the appointing directorates.

4. SELECTION OF MEMBERS

Each directorate and the DCI Area shall appoint their representatives and notify the Chairman of the DCI MAG through the Agency's Executive Secretary of these appointments. In making these appointments, directorates should consider the following guidelines:

- within Grades 12-15;
- available to serve at least a one-year tour;
- available to attend meetings and participate in the activities of the DCI MAG.

5. MODE OF OPERATION

In the conduct of its activities, the DCI MAG:

- shall hold regularly scheduled meetings, at least monthly, and specially called meetings as needed.
- shall keep a record of its meetings, with responsibility for drafting minutes rotated among the members.
- may adopt format or requirements as it deems appropriate for presenting items for its consideration.
- shall assure the security and confidentiality of all information to which it has access.
- shall work closely with its designated advisor, who may attend all meetings, and will receive minutes of the meetings and periodic information on the Group's activities as requested.
- shall employ appropriate mechanisms for communicating with management and employees (these may include periodic bulletins or newsletter, bulletin board announcements, seminars, or other such methods.)

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The Advisor to the DCI MAG (the Agency Executive Secretary) shall communicate with senior management for assistance in securing member appointments and assist the MAG on other matters as requested.

Reviewed by

Executive Secretary
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Approved by

Executive Director
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